

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Idaho State Office  
1387 South Vinnell Way  
Boise, Idaho 83709-1657

In Reply Refer To:  
1115/1120 (912) P

November 8, 2005

Instruction Memorandum No. ID-2006-113  
Expires: 09/30/2007

To: ILT  
Attn: Volunteer Coordinators

From: Director, Office of Communications

Subject: Request for Compilation of Data for BLM's 2005 Volunteer Annual Report and  
Advance Notice for Change in Data Collection for FY 2006 DD: 11/28/2005

**Program Area:** Volunteers

**Purpose:** The purpose of this Instruction Memorandum (IM) is to request assistance from field and State Office staff in reporting Idaho volunteer information for BLM's FY 2005 Volunteer Annual Report. It also alerts staff to a change in data collection for FY 2006 as dictated by the FY 2006 Planning Target Allocation (PTA).

**Policy/Action:** Idaho data and accompanying photos and information are due to Shelley Davis-Brunner, State Volunteer Coordinator, by COB November 28, 2005. She will compile the information and submit it to the Washington Office by their due date of December 2, 2005.

The attached Instruction Memorandum WO IM No. 2006-007 from the Office of Environmental Education and Volunteers (EE&V) details submission instructions for FY 2005 volunteer information from each of the Bureau's State and Center Offices and is transmitted for your reference.

**Idaho's FY 2005 Volunteer Annual Report**

The FY 2005 report will be comprised of four parts:

- **numeric data** entered on an Excel spreadsheet (attached);
- **narrative descriptions** of the volunteer projects and special events with the four top projects/events identified (attached Word document);
- a list of **partner organizations** involved in volunteer programs and activities (attached Word document); and
- high resolution **photographs** of your volunteers and activities.

Detailed instructions for each part of the report can be found on pages 1-1 & 2 of WO IM No. 2006-007. However, please do not send photos directly to the Washington Office. Send them to the State Office for inclusion in the State package.

### **Notice of change in data collection for FY 2006**

Beginning in FY 2006, hours for volunteer activities done on National Landscape Conservation System (NLCS) lands need to be recorded separately on the attached Excel spreadsheet. NLCS units include the Craters of the Moon National Monument, the Snake River Birds of Prey National Conservation Area, plus four historic trails: the Continental Divide National Scenic Trail, the California National Historic Trail, the Lewis and Clark National Historic Trail and the Oregon National Historic Trail. All field offices with these sites within their boundaries will be asked for hours if volunteer projects occurred on these lands. The data will be collected at the end of each fiscal year along with the regular volunteer annual report information. EE&V staff will forward the information to the NLSC staff in the Washington Office.

**Timeframe:** This IM is effective immediately and has a due date of November 28, 2005.

**Budget Impact:** The Volunteer Annual Report provides an opportunity to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

**Background:** BLM Idaho's Volunteer Annual is compiled each year for the Washington Office of Environmental Education and Volunteers. The report summarizes statistics and narratives of volunteer activities occurring in Idaho in FY2005. Beginning in FY2006, separate statistics will also be collected for volunteer activities performed on NLCS sites.

**Manual/Handbook Sections Affected:** None

**Coordination:** The coordination of this I.M. was coordinated with the Human Resources Office and the Office of Communication.

**Contact:** If you have any questions regarding this report, please contact Shelley Davis-Brunner, State Volunteer Coordinator at (208) 373-4020 or via e-mail, [Shelley\\_Davis-Brunner@blm.gov](mailto:Shelley_Davis-Brunner@blm.gov). Thank you in advance for your help.

**Boise District with Union:** No Union notification or negotiation is required

Signed  
Kris Long for  
Cheryle C Zwang

Authenticated  
Sue Kohls  
Administrative Assistant

### **4 Attachments**

- 1- WO IM No. 2006-007 (8 pp)
- 2- FY 2005 Volunteer Hours (1 p)
- 3- FY 2006 BLM NLCS Volunteer Hours Report (1 p)
- 4- Volunteer and Hosted Worker Report (2 pp)



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Div Action 910  
Lead 912  
Coord. with   
SDRF   
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UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

October 6, 2005

In Reply Refer To:  
1115 (650) P

EMS TRANSMISSION 10/07/2005  
Instruction Memorandum No. 2006-007  
Expires: 09/30/2007

To: State Directors  
Attn: Volunteer Coordinators

From: Assistant Director, Communications

Subject: Request for Compilation of Data for BLM's 2005 Volunteer Annual Report and  
Advance Notice for Change in Data Collection for FY 2006 DD: 12/02/2005

**Program Area:** Volunteers

**Purpose:** The purpose of this memorandum is to request your assistance in reporting State and Center information for BLM's FY 2005 Volunteer Annual Report and to alert you to a change in data collection for FY 2006.

**Timeframe:** This IM is effective immediately and has a due date of December 2, 2005.

**Policy/Action:** Attached are guidelines for use in collecting and submitting data for your office for FY 2005. Because of problems with the Intranet submission form, the Washington Office Environmental Education and Volunteers (EE&V) Group will send by separate e-mail an Excel spreadsheet to be used for the submission of numeric data. *State and Center Volunteer Coordinators should consolidate Field Office data into one comprehensive form and write-up for that State or Center, noting in particular that the "Narrative Information" section requests the top four 2005 volunteer programs for each State or Center, not for every Field Office.*

Your submission should include four parts: numeric data; narrative descriptions of the top four 2005 volunteer programs and special events; a list of partner organizations involved in volunteer programs and activities; and high-resolution photographs of your volunteers and volunteer activities.

Volunteer Coordinators should submit consolidated reports for FY 2005 by December 2, 2005.

Prints or slides of photographs should be sent by FedEx to Betsy (Elizabeth) Wooster of the Environmental Education & Volunteers Group at the following address:  
BLM, Environmental Education & Volunteers Group, 1620 L Street NW, Suite 406,  
Washington, DC 20036

High-resolution electronic photos may be sent by e-mail to: [elizabeth\\_wooster@blm.gov](mailto:elizabeth_wooster@blm.gov)

#### **Notice regarding collection of volunteer data for FY 2006**

Beginning on October 1, 2005, State Volunteer Coordinators should continue to track hours in the traditional program areas (Recreation, Biological Resources, etc.). In addition, Field Offices should also track and report to State Coordinators how many of those hours are spent on projects in NLCS units. For data collection purposes in 2006, the EE&V Group will send you by separate e-mail a spreadsheet containing a list of NLCS units in your state. At the end of FY 2006, the EE&V Group will collect data for the 2006 Volunteer Annual Report as usual, along with the separate spreadsheet showing the hours spent on projects in NLCS units. This information will be shared with the WO NLCS staff.

**Budget Impact:** The Volunteer Annual Report provides an opportunity for States to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

**Background:** BLM's Volunteer Annual Report includes profiles of outstanding volunteer projects and events, as well as statistical information on state programs. The report provides a summary of volunteer efforts throughout BLM and, as such, serves to underscore the value of cooperative conservation and the important role of volunteers in caring for public lands. The Volunteer Annual Report serves as a valuable means of conveying this message to internal and external audiences.

Manual/Handbook Sections Affected: N/A

**Coordination:** This IM was coordinated with State Volunteer Coordinators, members of the Volunteer Program Adjunct Team (VPAT), and staff from the National Landscape Conservation System.

**Contact:** If you have any questions regarding this request, please contact Betsy Wooster at (202) 452-7731 or Mary Tisdale at (202) 452-0365.

Thank you for your assistance with this effort.

Signed by:  
Celia Boddington  
Acting Assistant Director  
Communications

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560

2 Attachments

- 1 - Submission instructions for data, narrative information, partners, and photographs (2 pp)
- 2 - BLM State and Center Volunteer Coordinators (3 pp)

## Submission instructions

Submissions for the FY 2005 Volunteer Annual Report should include four components: (A) numeric data on volunteer program activity; (B) narrative information about outstanding volunteer accomplishments and special events; (C) a list of partner organizations involved in volunteer programs and events; and (D) high-resolution photographs.

Each of these components, except for photographs, should be compiled for the State or Center and submitted electronically. Narrative information and partner lists can be submitted in Microsoft Word documents. Numeric data can be submitted using an Excel spreadsheet that will be provided by the WO-EE&V Group.

### **A. Data on volunteer program activity**

1. Compile data for each program area from all Field Offices in your State. It is the responsibility of the State Office or Center not only to compile the data but also to confirm the accuracy of the data submitted. It is suggested that an Excel spreadsheet with the same categories as the State form be used to tabulate the data from your Field Offices.

Be advised that “volunteers” are defined as people who work for BLM without being paid. They donate their time and, in some cases, equipment and money to assist BLM. “Hosted (or donated) workers” are paid by another organization but work for BLM at no charge.

2. Once data has been compiled, enter the figures in the attached spreadsheet. The “Total Hours” for each category will be calculated automatically.

3. The “Totals” at the bottom will also be calculated automatically.

4. Enter the amount of funds expended.

Note that volunteer expenses reported should include only amounts provided to volunteers or hosted/donated workers as reimbursements for incidental expenses (such as meals, mileage, etc.), amounts spent for award/recognition items for the volunteer program, costs associated with volunteer ceremonies, and expenses incurred to purchase uniform items for volunteers. Costs associated with the volunteer project, such as supplies, equipment, etc., should be reported under the benefiting program activity code not as a volunteer program expense. Further, costs associated with employee training or supervision of volunteers should not be a volunteer program reportable expense.

5. The “Value of Work” will be calculated automatically. The value has been established by multiplying the Total Hours by an hourly rate of \$17.55. The rate is established by the Independent Sector (<http://www.independentsector.org>), a national leadership forum committed to volunteerism and citizen action. The amount is based on the latest data available on the average hourly rate for nonagricultural workers published in the *Economic Report of the President* (2005 Edition).

## **B. Narrative Information**

1. Please describe the top four Volunteer Program accomplishments in your State or Center, e.g., outstanding projects, including contributions of BLM employees to these projects; the benefits of volunteer programs; innovative partnerships.
2. Please describe any special Volunteer events that were conducted during the fiscal year. Examples might include activities in observance of National Public Lands Day, National Trails Day, etc.

## **C. Partnerships**

1. Please provide a list of partner organizations that have contributed substantially to the success of the Volunteer Program in your State by donating materials, equipment, or funds, as well as the time and talent of their members and/or employees.

## **D. Photographs**

1. Send hardcopy photographs and caption information *by FedEx* to Elizabeth Wooster at: Bureau of Land Management, 1620 L Street N.W., Room 406, Washington, D.C. 20036 (phone: 202-452-7731). Note that regular U.S. Mail is still subject to screening, which can damage the contents of any package.
2. Send electronic photographs at a minimum of 300 dpi and caption information to: Elizabeth Wooster, [Elizabeth\\_Wooster@blm.gov](mailto:Elizabeth_Wooster@blm.gov).



## BLM State and Center Volunteer Coordinators

### **Alaska**

Jeff Brune  
BLM Campbell Creek Science Center  
Anchorage Field Office  
6881 Abbott Loop Road  
Anchorage, AK 99507  
(907) 267-1251 (Phone)  
(907) 267-1258 (Fax)

### **Arizona**

Margaret Dwyer  
Arizona State Office  
222 North Central  
Phoenix, AZ 85004  
(480) 515-1856 (Phone)  
(480) 515-3891 (Fax)

### **California**

Pamela Graham  
California State Office  
2800 Cottage Way - Suite W-1834  
Sacramento, CA 95825  
(916) 978-4622 (Phone)  
(916) 978-4620 (Fax)

### **Colorado**

Jack Placchi  
Colorado State Office  
2850 Youngfield Street  
Lakewood, CO 80215  
(303) 239-3832 (Phone)  
(303) 239-3808 (Fax)

### **Eastern States**

Bill Davenport  
Eastern States Office  
7450 Boston Blvd.  
Springfield, VA 22153  
(703) 440-1720 (Phone)  
(703) 440-1722 (Fax)

### **Idaho**

Shelley Davis-Brunner  
Idaho State Office  
1387 South Vinnell Way  
Boise, ID 83709  
(208) 373-4020 (Phone)  
(208) 373-4019 (Fax)

**Montana/Dakotas**

Ann Boucher  
Montana State Office  
5001 Southgate Drive  
Billings, MT 59101  
(406) 896-5011 (Phone)  
(406) 896-5290 (Fax)

**Nevada**

Debra Kolkman  
Nevada State Office  
1340 Financial Blvd.  
Reno, NV 89502  
(775) 289-1946 (Phone)  
(775) 289-1910 (Fax)

**New Mexico**

Kitty Mulkey  
New Mexico State Office  
1474 Rodeo Road  
Santa Fe, NM 87505  
(505) 438-7511 (Phone)  
(505) 438-7684 (Fax)

**Oregon/Washington**

Maya Fuller  
Oregon State Office  
333 SW First Avenue  
Portland, OR 97204  
(503) 808-6437 (Phone)  
(503) 808-6333 (Fax)

**Utah**

Sherry Foot  
Utah State Office  
440 West 200 South, Suite 500  
Salt Lake City, UT 84101  
(801) 539-4195 (Phone)  
(801) 539-4013 (Fax)

**Wyoming**

Terri Trevino  
Wyoming State Office  
5353 Yellowstone  
Cheyenne, WY 82009  
(307) 775-6020 (Phone)  
(307) 775-6082 (Fax)

**National Training Center**

Stella Franco  
National Training Center  
9828 N. 31<sup>st</sup> Avenue  
Phoenix, AZ 85051  
(602) 906-5547 (Phone)  
(602) 906-5656 (Fax)

**National Fire Center**

Toni Rohm  
National Interagency Fire Center  
3833 S. Development Avenue  
Boise, ID 83705  
(208) 387-5457 (Phone)  
(208) 387-5386 (Fax)

**Denver National Centers**

Rose Suazo  
Denver Federal Center, Bldg. 50  
P.O. Box 25047  
Denver, CO 80225  
(303) 236-6383 (Phone)  
(303) 236-0475 (Fax)

# FY 2005 BLM Volunteer Hours

Field Office:

Submitted by:

	VOLUNTEER HOURS	HOSTED/DONATED	TOTAL
Recreation	1	0	1
Biological Resources	0	0	0
Wild Horse & Burro	0	0	0
Cadastral Survey	0	0	0
Wilderness/WSA	0	0	0
Riparian/Watershed	0	0	0
Cultural/Historical	0	0	0
Minerals	0	0	0
Support Services	0	0	0
Environmental Ed.	0	0	0
Other	0	0	0
Total	1	0	1
Funds Expended	\$0.00	\$0.00	\$0.00
Value Work	\$17.55	\$0.00	\$17.55

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT  <b>VOLUNTEER AND HOSTED          WORKER REPORT</b>	<b>1. Reporting Office</b>	<b>2. Fiscal Year</b>
	<b>3. Submitted by:</b> (Name and telephone number)	
	<b>Total no. program participants:</b>	
<b>BENEFITTING RESOURCE</b>	<b>4. VOLUNTEER HOURS*</b>	<b>5. HOSTED WORKER HOURS**</b>
Recreation		
Biological Resources (incl. wildlife, plants, threatened/endangered species)	<b>USE PROVIDED EXCEL SPREADSHEET FOR NUMERIC DATA</b>	
Wild Horse and Burro		
Cadastral Survey		
Wilderness		
Riparian/Watershed		
Cultural/Historical		
Minerals		
Support Services		
Environmental Education/Interpretation		
Other (incl. programs not listed above)		

6a. BLM funds expended in support of volunteer projects:

6b. Dollar value of work hours donated: (# of hours multiplied by \$17.55)

7. **Narrative Information:** Please describe the volunteer projects. Identify the top four projects and events as well as BLM employees contributing to the program, benefits of volunteer projects, or innovative partnerships. Use additional sheets as needed.

8. **Special Events:** Describe any special events not listed above. Examples include National Public Lands Day, National Trails Day, etc. Use additional sheets as needed.

9. **Partnerships:** Partnership list. Use additional sheets as needed.

\*Volunteers are those who contribute their service to BLM, but receive no wages in return.

\*\*Hosted workers are those who volunteer for BLM, but are paid from funds other than BLM's.

## **EXPLANATION OF REPORTING PROCEDURES ON VOLUNTEER PROGRAM ANNUAL REPORT FORM**

**Sections 1 and 2** are self explanatory.

**Section 3** requires the total number of program participants for the fiscal year. The category of "program participants" includes volunteers and hosted workers.

**Section 4** calls for the total number of hours contributed by volunteers in each of the benefiting resource areas listed. These are the hours contributed by persons who receive no stipend or salary, but who may be reimbursed for personal expenses incurred in conjunction with their volunteer service. **USE PROVIDED EXCEL SPREADSHEET.**

**Section 5** calls for the total number of "hosted worker hours" contributed to the benefiting resource. Hosted workers are those who volunteer for BLM, but receive a stipend/salary from funds other than the BLM.

**Section 6(a)** shows BLM funds expended for materials, supplies, or other items in support of volunteer projects

**Section 6(b)** shows the dollar value of volunteer hours contributed. This dollar value is figured by multiplying the total number of volunteer and hosted worker hours times \$17.55 (rate established by Independent Sector).

**Section 7** lists project successes and outstanding volunteer/employee profiles. In order of priority, include a short paragraph describing a project describing a project, an outstanding volunteer or a significant contribution of a BLM employee to the program. Descriptions should be concise. Please include a contact person and telephone number for each narrative. This will enable the SO to gather more details if needed.

**Section 8** should include descriptions of any special events or projects not listed above. All NPLD events shall be reported. Submissions should be limited to one paragraph for each event and/or project.

**Section 9** lists partner organizations that have contributed substantially to the success of the Volunteer Program in your State by donating materials, equipment, or funds, as well as the time and talent of their members and/or employees.